

Quarter 1 (Q1) - January 1 to March 31, 2022

Employee Action/Documents	Reporting Deadline	Finance Team Contact
Employee Expense Claims For expense report claims relating to Jan 1 to March 31, please ensure that all receipts are scanned in pdf format before submitting.	April 4	Ericka Miranda
Payroll time tickets Timesheets are due for pay period 2207. Personnel transactions (i.e. new hires, rehires, terminations) are due by March 23.	March 28	Ericka Miranda
Visa Purchases Final Visa billing for Q1 occurs on March 20. Please ensure that online coding is complete, and reports authorized. Attach all receipts before submitting.	April 4	Brenda Breedon
Petty Cash Logs and Floats Every location with petty cash must complete the petty cash log as of March 31. Locations open as at March 31 please ensure float balance is correct on daily sales report.	April 4	Kay Hyat
Daily Revenue Reports Ensure submission of all daily revenue reports up to and including March 31.	April 4	Lana Gordiyenko
Vehicle and Equipment Usage Reports Please complete for all usage up to and including March 31.	April 4	Sheila Scott
Supplier Invoices (payment requisitions) If a product or service has been delivered by March 31, ensure invoices are received by accounts payable and the coding and authorization of invoices is complete.	April 6	Kay Hyat
Purchase Orders Review the status of your purchase orders that remain open past the expiry date of March 31. Where no further product or service will be delivered the PO must be closed. If expecting further product or service, PO requires extension to expiry date.	April 6	Brenda Breedon
Journal Entries Submit journal entries up to period March 31. Please do not wait for this date to process your entries if they can be processed sooner.	April 6	Brenda Breedon
Internal Billings Billings covering the period ending March 31 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	April 6	Sheila Scott
Request to Invoice (customer invoicing and receipts “R2I”) Customer invoices for sales or services rendered occurring up to and including March 31.	April 6	Lana Gordiyenko
Q1 Variance 2022 Q1 financial variance is to be done through Variance Sheets and non-financial reporting is to be done in the CPR database. Variances will be available on April 8.	April 13	Jenifer Moravek, Variance,CPR Svitlana Zinina, Variance, IT support